

REPORT TO THE COUNTY EXECUTIVE FIRST QUARTER, 2008

RECREATION & ADMINISTRATIVE SERVICES

The Recreation and Administrative Services Department submits the following report for the 1st quarter of 2008:

- Involved in the initial planning of the 2008 Regional Homeland Security Exercise to be held on September 24, 2008.
- Met with Health Department staff to review the possibility of updating or changing their current software.
- Attended the quarterly Homeland Security Advisory Council meeting in Lansing.
- Held a retreat for the recreation staff to go over operation procedures and overall goals for the upcoming year.
- Reviewed and created a seasonal hiring procedure to avoid any delays in the future.
- Met with the State of Michigan EMHSD regarding the FY 2007 grant roll out.
- Hosted a second strategic plan session for Region 3 Homeland Security Planning Board and stakeholders at the Doubletree, facilitated by Dr. Lew Bender.
- Met with Chris Izworski and Dominic Smith regarding a joint public information center.
- Attended a two day NIMS ICS 400 training course at the Doubletree.
- Met with the Spicer Group and various townships regarding the Bay County Recreation Plan update process.
- Submitted four NACo award applications for Division on Aging, Health Department and the Personnel and Human Relations Department.
- Conducted bi-weekly CherryLan project meetings and attended training at the MSU lab for the new scanning and filing system (CherryLan).
- Attended and participated in the Exercise Design Team meeting coordinated by the Emergency Management Coordinator.

- Participated in the Incident Management Team Tabletop Exercise.
- Participated with Brent Goik and Commissioner Don Tilley in an informational taping with Bay 3 TV regarding the Bay County Recreation Plan and local forums held through out the County.
- Held Community forms in various locations through out the County in order to gain public input regarding the Bay County Recreation Plan update.
- Met with individuals from Michigan Recreation and Parks Association in Lansing regarding a program sponsored by MRPA and Blue Cross & Blue Shield of Michigan called Walk MI. To help promote a healthier Michigan.
- Attended an 800 MHZ radio training session at the Doubletree.
- Reviewed with the recreation staff the numerous applications received for seasonal employment.
- Hosted an Intergovernmental Collaboration Technology meeting at the Alice & Jack Wirt Library with a second session to come in the next quarter.
- Worked with Civic Arena and Buildings & Grounds staff to submit a funding proposal for Dry Floor equipment for the Civic Arena to the Bangor DDA.
- Began planning the implementation of the new Tyler-MUNIS accounting and Human Resources system software.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Health Receivables SAMSA financial report meetings; Bay 3TV partnership meetings; PreCovery Planning Meetings; Hazardous Mitigation update meetings; Local Planning Team meetings; Incident Management Team meetings; Homeland Security Grant meetings; Civic Arena staff meetings and Administrative Services Staff meetings.

Buildings & Grounds

- Ran over 6,000 feet of video cable for LEC DVR recorders.
- Installed exhaust fan in immunization clinic.
- Installed unit heater in back stairs of County Building.
- Installed new boiler at Civic Arena.
- Installed 42 inch flat screen T.V. in court room #3.

- Replaced key pad for security system @ 911.
- Replaced five hp motor in air handler @ Juvenile Home.
- Repaired Community Center roof top heater.
- Repaired Animal Control kennel furnace.
- Rearranged Division on Aging offices.
- Installed back up phone and computer lines for emergency services @ Community Center.
- Installed new plow and lift kit on Jeep.
- Installed 600 yards of carpeting in Main Corridor of the Courts.
- Painted entire Main Corridor of the Courts.
- Installed 400 feet of cove base in Main Corridor of the Courts.
- Installing 2 boilers at the Health Department in the Spring.
- Painted courtroom #7, and installed RFP panels.
- Installed water lines, and sink in the break room at the Health Department.
- Submitted seasonal employees for approval process.
- Received an award from 4-H for the work Buildings & Grounds performs for their programs.

Civic Arena

- The Civic Arena finished a solid season with the Adult League Hockey. We had 28 teams and finished up about a week ago. Spring League is solid at 17 teams to date and are looking forward to a solid year with them as well.
- The Civic Arena is working with the Bangor DDA on getting a grant to purchase a dry floor for our arena. Everyone involved with the plan is excited and I am in the process of writing a business plan to show the Bangor DDA on April 11th of this week. Everything is leaning in our favor and hopefully the end result will allow us to use the arena as it was intended, as a civic arena.
- We are putting the finishing touches upon installing the Smyth System at the Arena. The Smyth system is a Point of Sale system that we have at the golf

course that is used to track revenues and keep very good inventory controls. With the Smyth system we will be able to look at records of revenues and expenses to keep us a top of the market and continue growing. As soon as the remainder of the part time staff is trained we will be going live.

- 2 Hockey tournaments were hosted over two weekends of St. Patrick's Day. Both events went extremely well and both were well supported. The arena staff pulled together and ran two quality events that had very nice media exposure.
- The arena has started a women's hockey league from the interest of some women who's children play. 42 women are part of the new mite league division headed up by Dave Gill. We are very optimistic of this new league and additional revenue.
- The Civic Arena now has accrued accounting done by the finance department of Bay County. Now when everyone receives the monthly figures from the arena they will show the total of what the arena actually did that month, not what we immediately have cash for. Since going into practice everything is working smoothly.
- We are continuing on selling advertising for the arena as well. Dave Gill has been reaching his contacts and getting renewals and new advertising sponsors to showcase in both arenas.
- Overall the arena is having a good start to the year with many new things that could come in the future. We are continuing to looking for additional ways to increase revenues and balance expenses.

Golf Course

- The golf course opened on Friday April 4. The course has been extremely wet the last few days and is finally dry enough to play on. The golf carts started on the cart paths and will continue until weather permits. Without much more rain we should be off the cart paths within a week.
- Our season golf passes are beginning to roll in. We are at over 40 season pass holders and April 4th was our first official day. Our plan is to increase our revenues from last year through not raising prices and offering season cart passes to compliment the golf pass.
- The feedback on the season golf cart pass has been going over very well. We have sold around 6 of those the first day. Many season pass holders have said they like to have that option to purchase the cart pass as well. This will increase our immediate cash flow and overall revenue right at the start of the season.
- The clubhouse is receiving its merchandise for the year and is finally beginning

to look like a real golf pro shop. We have had many people come in and like the offerings and the new look. This season we will be offering manufacturers like Titleist, Ping, Nike, Under Armour, Izod, Gear, Ahead, and others. We are also supplying the golf shop with accessories like headcovers, gloves, club brushes, hand warmers, and others that meet our guest's needs.

- The golf shop will also be offering the service of re-gripping clubs this year. Another way of servicing to our guest. Along with re-gripping, customers can also keep their handicap which we service and that is governed through the Golf Association of Michigan.
- Our Point of Sale system (Smyth) is up and running to its full capabilities. Since Smyth was installed it was never used to its full capacity. Through training over the winter we are officially checking in all golfers the way the program is designed. We are in the process of training and re-training all our seasonal staff.
- Leagues are beginning the last week of April and we will be at full strength. We have 32 golf leagues that run throughout the week. All 2007 golf leagues are returning with some of those leagues adding to their rosters. Also we added an additional league on Monday evenings.
- Our tournament schedule looks like a good fit for this year. We had a good response to new tournaments that were added in the fall of last season. We are going to build on that feedback and have a solid year of tournament play.
- Boys High School golf began on Friday as well. We are host to 3 area high school teams (Bay City Central, All Saints, and Garber High). This is the first season that the boys are in the spring. We are working together with all the coaches to make the transition as smooth as possible.
- We are very excited about the coming season. With the price of gas going up and the cost of household disposable income not increasing, we feel we will have the opportunity to reach out to more customers who plan on staying closer to home this summer. With our NEW look and additional services we feel we have a strong hold on our market.

ISD

Departmental Projects/Technical Projects

- Help Desk software. Plans for the final stages of County-wide rollout to the end-users are in place. Policies and procedures have been documented and distributed via the Intranet. To date, we have opened 496 Help Desk tickets since January 1st, 2008. Out of the 496, we have closed 415 ticket/help requests (Note: 75% of the open tickets are long term projects). In addition, we have been establishing and documenting solutions to all help desk calls in the

Track-IT knowledge database. In establishing this practice, we have been able to search the knowledge for similar calls received by the help desk staff and the resolution have been found by a prior.

- A major portion of activity within the technical operations has been the analysis and configuration of the server consolidation and the necessary hardware to install the MUNIS financial applications. We have selected the VM Ware platform and have built in redundancy as well as disaster recovery functionality. The hardware has been ordered and installed as well as the operating systems and database engine software. The installation of the MUNIS software is scheduled for the week of March 31, 2008.
- A number of MUNIS activities have taken place during the 1st Quarter of 2008. They are:
 - ▶ The initial kickoff meeting for MUNIS took place on March 12, 2008. Bi-weekly meetings will continue throughout the duration of this major project and endeavor.
 - ▶ Conversion meetings have been initiated and correspondence of file layouts and sample data files have been sent to MUNIS for their review. Biweekly meetings have been scheduled for the duration of this activity.
 - ▶ With the anticipated installation installed and operational the first week of April, the Technical staff have had training on installing the MUNIS client on individual workstations. The entire installation on all Bay County workstations will occur at the time that the end user attends training and needs access to the application from their desktop.
 - ▶ The SQL database from Microsoft has been installed for the MUNIS database applications and policies and procedures are being created for backup and recovery scenarios.
 - ▶ Crystal report writer is installed.
- The Cherry LAN software for document imaging has been installed on the county network and is available to the individuals that have attended the course developed and presented by the MSU staff. A follow up to each individual department/individual that has been trained is in place. The purpose of this activity is to ensure that the software is working in their specific areas and that if any issues (technical or application) will be corrected in a very timely manner. A listing of the schedule of training for departments and individuals is being coordinated with the board office (Deb Stone).
- The RICOH copy/printer/scan and fax machines have been placed and operational. Procedures during the 1st Quarter were developed to assist in ordering toner supplies and other miscellaneous equipment to maintain the quality of the copies. In addition, all end-users are requested to contact the Bay County Help desk with the ideal purpose of having the capability to document

and escalate the issues with the vendor IKON. One machine may be replaced due to the quality and other issues that are not acceptable. In tracking these calls, we had justification to request a replacement machine.

- The New World software for 9-1-1 and the Sheriff's office has been functioning since the beginning of 2008 and no major issues have been presented due to the upgrade. The CAD mapping portion of the software received a positive review from the Director of 9-1-1 Central Dispatch. The redundancy machine that is being used in the event of a disaster has been in place and a quarterly testing of this process was completed on March 21, 2008 with 100% success.
- Day to day application activities such as generating unique reports and other general functions.
- Installed upgrade version of the JIS court software.
- Completed minor changes and generated the W2's for Payroll.
- Analysis of Purchase Order size limitation within the current financial with regards to the total PO amount that is permitted. Currently allows for a field of \$99,999.00. Request was made to expand this amount to a larger field size.
- Numerous health department requests with changes in medical codes for billing and miscellaneous reports.
- Finalized all year end processes for year ending 2007.

Region III Homeland Security Grant

- The FY06 State Homeland Security Grant has gone regional in this grant cycle. Bay County is acting as the fiduciary in Region 3. The grant is \$2,177,982 SHSGP, \$1,557,412 LETPP, \$15,000 RRTN and \$49,480 Heightened State of Alert for a total of \$3,799,874. Bay County, as fiduciary, is eligible for 3% of the grant in reimbursable expenses.
- The Region 3 Homeland Security Planning Board(R3HSPSB) is meeting on a monthly basis. The main goal of the 1st quarter was to purchase the equipment that the R3HSPB prioritized. We are in the purchasing process of projects for communications, First Responder Safety and Critical Infrastructure Protection.
- Reimbursements have been submitted for the 4th qtr 2006, the 1st qtr 2007, the 2nd qtr 2007 and the 3rd qtr 2007 for SHSP, LETPP and the CCP allocations from the grant. The 4th qtr 2007 reimbursement is in process.
- Region 3 has been given a 6 month extension, 9/30/08, on the completion of this grant.

- The contract agreement for the FY07 SHSGP has been received. SHSP in the amount of \$2,070,292, LETPP of \$1,354,975 and the Heightened Alert set aside of \$39,250 for a total of \$3,464,517. This contract runs to March 31, 2008.
- Bay County will again act as the fiduciary for 3% or \$103,935 in reimbursable expense.

CORPORATION COUNSEL

- During the first quarter of 2008, the Department of Corporation Counsel welcomed part-time services to be provided by new staff attorney Jan Miner who works primarily with the Department of Public Defender assisting the Probate Court indigent defense and dependent/neglect caseload.
- In addition, considerable time was dedicated to assisting the Bay County Treasurer in carrying out his duties as the Foreclosing Governmental Unit regarding foreclosure of real properties for failure to pay property taxes in the years 2005 and prior. Preparing for the August primary election by reviewing millage-question language, plus drafting and reviewing numerous contracts occupied considerable time this quarter.

ENVIRONMENTAL AFFAIRS

Directors Report

- Pinconning Park Demolition Grant (\$60,000) - Coordinated with MDEQ and Pinconning Township Building Inspector to obtain authorization of waste exemption status of structure's concrete footings in order to leave in place. During metals reclamation and re-bar removal however footings lifted free from frozen ground and were then made available for recycling with other concrete from the site. No concrete was left on site. Requested and obtained extension of grant term from MDEQ to allow for thawed ground activities including final site grading, reseeding, installation of signage, etc.
- Housing Rehabilitation Program - Prepared and submitted grant application materials to Michigan State Housing Development Authority (MSHDA) for 2008-2009 County Allocation Grant (\$300,000) which utilizes local building contractors for rehabilitation projects for low income homeowners. Began discussions with MSHDA to expand Housing Program efforts into Home Buyers Program in Pinconning area and explored state funding sources.
- Remonumentation Program - Finalized 2008 Grant Application (\$140,000) and submitted numerous clarifications to the Michigan Department of Labor and

Economic Growth on application elements for pilot completion of coordinates within a single unit - Bangor Township, for enhanced data management of Bay County GIS parcel data.

- Federal Earmark - Coordinated with MDEQ, US Senator Stabenow's staff and County Commissioners in order to prepare a Federal Earmark request (\$520,000) for the Saginaw Bay Coastal Initiative (SBCI) targeted project activities with an emphasis on methods to increase public education/participation and a demonstration project to include equipment for muck removal along the Bay shoreline and near shore waters. This would be a multi-year funding source with a number of projects proposed within the SBCI region.
- Farmland Preservation/Purchase of Development Rights - Worked with consultant to develop comprehensive meeting schedule and ordinance development path for 2008. Organized and hosted public launch for the PDR kick off meeting and began twice monthly development meetings by Steering Committee with representatives of Farm Bureau, Townships, Realtors Association, Agriculture, Homebuilders, and Board of Commissioners.
- Vision Tri-County Leadership Program - Began participation in the leadership program emphasizing the mutual community benefits of 'Regionalism' for Saginaw, Midland and Bay communities. Asked to serve as featured speaker, presenting local perspective on public community development activities.
- Natural Resource Damage Assessment - Presented overview of NRDA methodology to small group for general background understanding. Participation in work group to identify and prepare community priority project list.
- Performed Environmental Review for the Bay Housing Division (M. Hayes) for spending authorization of 2007 Capitol Improvement Fund activities (\$105,000).
- SBCI Activities - Coordinated Region-wide public meeting with the Lt Governor John Cherry serving as keynote speaker addressing upcoming efforts for 2008. Meeting served to summarize previous activities and successes and kick off the SBCI Phosphorus Committee to be chaired by Commissioners Coonan and Krygier.
 - ▶ Coordinating with DOW and WIN reps, and Convention and Visitors Bureau for visit by the Brookings Institute in promotion of the Healthy lakes Healthy Lives Tour presenting public meeting on economics of clean water and healthy Great Lakes, sailing into Bay City in August 2008.
 - ▶ Access Workgroup; Promoted and participated in founders meeting for Shallow Draft Harbors Coalition in Lansing to promote awareness and

funding needs for dredging of small boat harbors, w/ Hampton Township, Bay County marina owners.

- 2008 Department Work Plan/Millage renewal - Requested Divisions prepare and integrate a 12 month long media schedule into 2008 work plans for Mosquito Control, Animal Control, GIS, Transportation, Gypsy Moth, to better present seasonal trend info and scheduling (Bay 3TV). Discussed and presented new public informational needs as preparations are made for renewal of Mosquito Control and Gypsy Moth millage.

Gypsy Moth

During the first quarter of this year, the staff of the Gypsy Moth Program has been busy with the following activities:

- Staff worked with the Gypsy Moth Advisory Committee to revise the language for the Gypsy Moth Program Millage Request which expired in December of 2007.
- Notification of Spray - 69 owners of property in our 10 proposed Spray blocks were notified of our intent to include their property in our up coming spray project. Of these, 2 letters were returned as undeliverable and re-sent to either the new property owner or the person living at the location. One(1) individual asked to have their property excluded from the treatment areas. It will be identified on the final maps which will be sent to the aerial applicator in late April.
- Eggs Masses were collected for winter mortality studies and to refresh our Reicher Mounts which show the development of the Gypsy Moth.
- Staff attended the Michigan Mosquito Control Association (MMCA) annual conference February 5th - 7th, The Invasive Pests Workshop on February 13th, and the Global Re-Leaf Invasive Weeds Workshop on February 28th. These Workshops/ Conferences help keep staff members up to date on developing technologies and well informed about what new pests to be looking for when we are surveying area woodlots.

Geographic Information Systems (GIS)

- Updated and improved GIS Request Form
- Attended training for use of GIS in the Emergency Operations Center
- Updated various GIS data layer including two township zoning layers, mobile home communities, Pipeline data, trail locations and others
- Fraser Twp. & Kawkawlin Township AccuGlobe GIS Setup
- Bay County Recreation Plan maps
- Misc. GIS map requests
- GIS Tech Support for: Equalization, Drain Office, Health Department, Mosquito Control, Gypsy Moth, Monitor Twp, 9-1-1 and others
- Created map of Region 3 data with aerial photos and major road systems

- Updated emergency contact numbers and GIS contact list
- Finished creating map of 1963 aerial photography as it relates to the current road system
- Created map of Williams Twp, Section 36 for Williams Twp

Transportation Planning

Hired a new Intern from SVSU to assist the BCATS Staff and the GIS Staff

Began work on the BCATS Non-Motorized Transportation Plan

- ▶ Worked with East Central Michigan Planning & Development Region on the Trails Charrette
 - ▶ Continued work with Planning Group to help start the tri-city regional trail connections, Phase I completed
 - ▶ Explored options on the possibility of the Bay-Zilwaukee Rail Trail
 - ▶ Wayfinding Workshop
 - ▶ Continued Modifications and amendments to eTIP
 - ▶ Regular BCATS Tech & Policy Committee Meetings
 - ▶ Asset Management PASER Training
- Internet Reporting Tool Training
 - RoadSoft Updates
 - Modifications to Traffic Count Database and created relationship to GIS centerline fileTraffic Counts for 2008
 - Read through and studied BCATS Metropolitan Transportation Plan and Unified Work Program packets
 - Created map of Bay County Parks and current trails to be used for non-motorized trail plan
 - Compiled data from MDOT intersection studies and created map from it
 - Created map for Monitor Twp hydrant data
 - Compiled and created map of MDOT AADT data counts
 - Attended monthly Michigan Transportation Planning Directors meetings in Lansing
 - Attended eTIP/STIP workshop in Lansing
 - Arranged Pre-UWP meeting

Mosquito Control

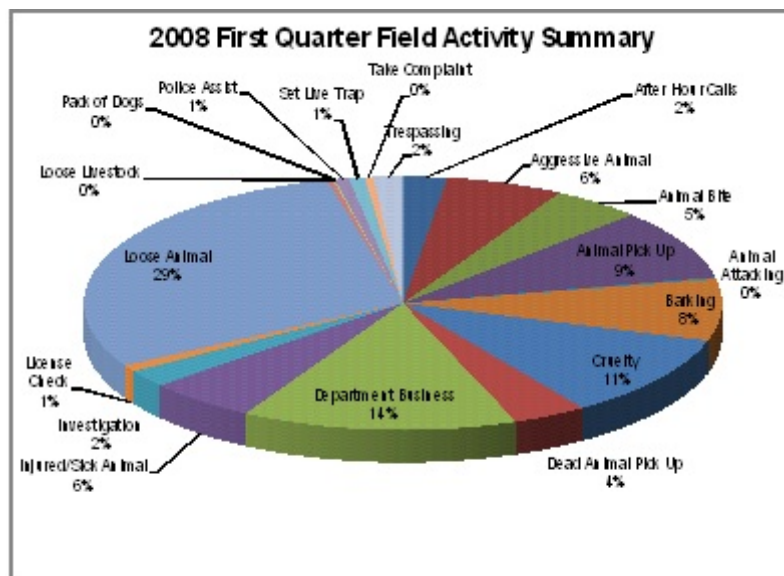
- Since attending Delta College's Employment Fair on March 18, we have been diligently interviewing to fill 34 seasonal technician jobs for the 2008 season (this is an increase of two from 2007); just over half are returning employees from last season. The first training session is scheduled for April 4 and we hope to have the majority of technicians in attendance; a second training session will be held May 2 for those folks coming on a little later.
- Bay County compiled a newly revised 2008 Program Plan in March, followed by hosting the Mid-Michigan Technical Advisory Committee meeting on March 12. Papers were filed with MDEQ for approval authorizing mosquito control in

surface waters and our comprehensive community outreach program was revised and submitted to the MDA.

- Control material bids were opened in January with most materials seeing a moderate cost increase. Aerial applicators submitted a two-year bid for the spring treat project in 2007, so this year will mark the last year of the current contract with Reed's Fly-On Farming (fixed wing) and Clarke Mosquito Control (helicopter).
- Staff continue to update training manuals (including a new safety presentation) and the webpage, attend technology training programs through our MSU Extension office, update the Hazardous Communication Plan and MSDS manual, work on mapping, and revamp presentations that will soon be broadcast on our local Bay 3-TV. New pallet racks were built this winter in our chemical storage building, which will allow for stacked storage while creating more usable floor space. Staff has been working with Bay County administration and commissioners to place the mosquito control millage question on the August primary ballot for an eight-year renewal of .45 mills.
- Aerial announcement letters were recently mailed to media and government offices in preparation for the upcoming season.

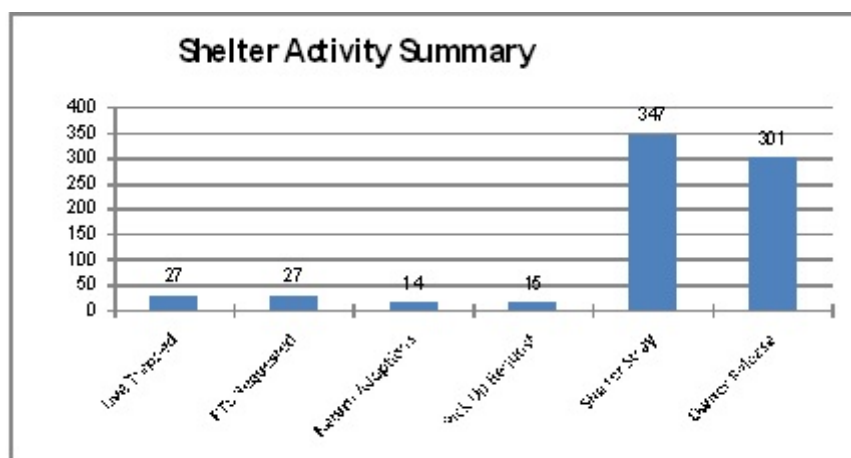
Animal Control

The first quarter for the year 2008 started with 860 field activities to be logged. The chart below breaks down the total into the types of activities and their overall percentage. The department business section consists of trips to the county building to deliver the daily deposits and interdepartmental mail, pick up warrants, and to attend hearings. After Hour Calls are the calls received after the shelter's normal business hours and are dispatched through 911. Even though it is only 2% of the overall calls logged, it still amounted to 22 after hour animal emergencies handled by our Animal Control Officers.

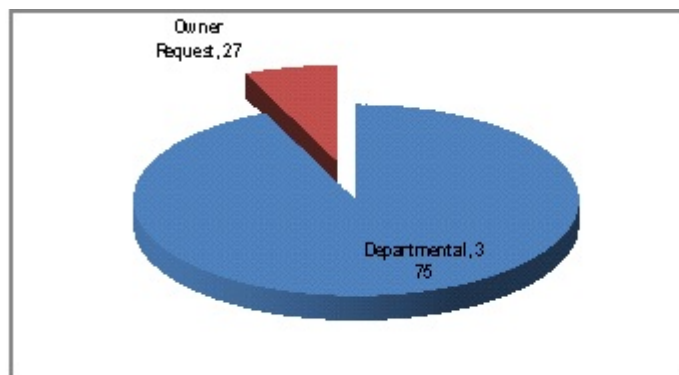


During this quarter, the shelter received 731 animals. The chart below shows that of the 731 animals, 400 were dogs, 321 were cats, and 10 were exotic or livestock animals accepted at the shelter. The month of January we accepted 253 animals; 115 cats, 135 dogs, and 3 exotic/livestock animals. In February, the shelter received 232 animals; 93 cats, 135 dogs, and 4 exotic/livestock animals. The shelter ended the quarter with the intake of 241 animals; 110 cats, 128 dogs, and 3 exotic/livestock animals. (Exotic/livestock is represented by the category “others”)

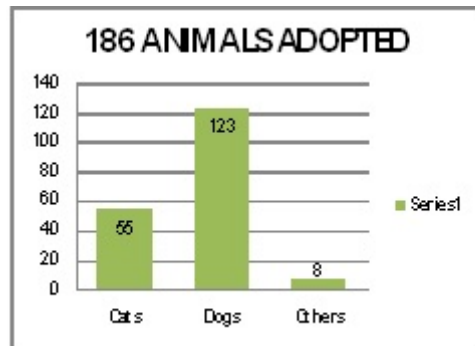
The chart below describes how the animals were sheltered at the Bay County Animal Control and Shelter. The majority of the animals coming to the shelter continue to be stray animals.



The chart below compares departmental euthanizing and euthanization requested by the animal's owner. Departmental euthanizing is done when an animal shows signs of an illness or injury, to relieve its suffering. Other reasons why animals are euthanized are to create more space to accommodate incoming animals and the animal did not pass temperament testing and is too aggressive for adoption.



The last chart in this report describes the number of animals adopted from the shelter. Consistently, dogs attract the most attention at the shelter and result in the greatest number of adoptions. On average, dog adoptions constitute 66% of our animal adoptions.



New Business: We have begun adding some of our adoptable animals onto the Petfinder.com website. That has created more calls from interested parties from all over the United States and local Rescue Groups. Additional exposure has been recently added through the efforts of Magic 106 and their "Wet Nose Wednesdays" program. Two Men and A Truck are sponsoring a weekly promotion of one the animals at our Animal Control Shelter. It includes photos of our animal on their website and a telephone interview with our manager, Mr. Michael Halstead, whom reports the description of the animal's appearance and disposition. The interview is aired throughout the day.

We are continuing to submit 7 animals to Bay3 TV every Tuesday and they air the animal photos throughout the week and we are now submitting up to ten animals on our own website.

The shelter returned to utilizing Community Service Workers to help our kennel attendants with the daily cleaning duties needed to keep the shelter looking and smelling good. We currently have five doing Community Service Monday through Saturday.

FINANCE DEPARTMENT

Payroll/Benefits

- We concentrated on year-end activities (journal entries, tax reporting, various government reports).
- W-2's (693) were distributed to current and former employees on January 30.
- 1099-MISC tax forms (181) were mailed on January 30.

- Prior year's vacation checks were distributed on February 22 to 58 employees, totaling \$71,462.
- Processed journal entry to accrue 2007 pay increase for Correctional Facility Officers. 2007 retro pay was paid on January 28.
- The various employee leave balances (personal, sick, vacation, compensatory time) for 1/1/08 were reviewed throughout the month of January and the first part of February with correct balances being posted to employee accounts on February 22.
- To encourage participation in direct deposit, distributed direct deposit enrollment forms on January 25 to those employees who were still receiving a paper payroll check.
- Penny Weiler and Sue Gansser met with Personnel & Central Dispatch directors re: holiday overtime pay issue.

Health/Life Insurance

- With the assistance of Public Employee Benefit Solutions, solicited bids for life insurance coverage.
- Jan O'leary updated health insurance employer rates for 1/1/08 change.
- Completed mandatory Medicare Coordination of Benefits annual survey.
- Worked with Medicare Part D Advisors re: 12/31/2006 account reconciliation, resulting in additional revenue of \$29, 667.
- Sue Gansser made presentation to Wellness Steering Committee re: costs of and general procedures for County health insurance costs, sickness & accident benefits and workers compensation.

Voluntary Employees' Beneficiary Association (V.E.B.A.)

- The election of officers was conducted at the January meeting. Mr. Rick Dryzga was elected Chairperson and Ms. Judy Samyn was elected Vice-Chairperson.
- In conjunction with the actuarial firm, staff produced the first Summary Annual Report for the VEBA plan. The report will be distributed to employees of all member groups (General County, Medical Care Facility, Library, Dept. Of Water & Sewer, Road Commission and Bay-Arenac Behavioral Health) by mid-April.

Retirement

- The election of officers was conducted at the January meeting. Mr. Rick Dryzga was elected Chairperson and Ms. Judy Samyn was elected Vice-Chairperson.

- Danean Wright requested 2007 salary and contribution information from member groups (Medical Care Facility, Library, Dept. Of Water & Sewer, Road Commission and Bay-Arenac Behavioral Health) in Excel spreadsheet format. She then worked with Deb Schmiede from ISD to upload that information to the I-series. Prior to this being done, it was a manual input system. The new procedure saved a significant number of staff hours, which then allowed closing entries to be processed earlier than in past years.

401K

- Normal Activity.

Self Insurance

- Meeting to discuss Occupational Health Care providers. Sent survey to two local providers requesting information for staff to review and evaluate.

General Administration

- Staff attended year end audit preparation meetings.
- Staff attended Tyler Munis accounting software 'kickoff' meeting on March 12.

Budget

- The year-end closing process was the primary focus of the budget department in the first quarter of 2008. The accounts payable process is doubled during this period since most vouchers processed in January and February need to be charged against the prior year=s budget, and therefore are entered both in 2008 against the payables, and in 2007 against the budgets. In addition, all grants were closed and reported for the quarter ending December 31, 2007, using the modified accrual method of accounting.
- Also included in year-end work this year were some analysis for General Fund revenues, accounts payable vendor reconcilements and encumbrance accounting; as well as analysis of reserved and designated fund balances.
- In addition, work on the 2008 budget book was completed and distributed.

Accounting

- Fiscal Year-End 2007 work was begun by the department.
- Andrea Szymanski attended meetings of the Wellness Committee.
- Louis Long attended the MGFOA Spring Seminar in late March.
- Inmate Trust Fund year end reconciliation issues were addressed.
- The Friend of the Court DRA-Backfill, 905 Supplement and 906 Supplement.

- Work with Tyler/MUNIS begun on new financial software.
- Implementation of Cherry LAN system.

Miscellaneous

- Michael Regulski attended the Information Technology and Cyber Security Conference held at the Wirt Library.
- Sue Gansser, Frances Horgan, Kim Priessnitz and Michael Regulski, with Emergency Management, began to develop the Finance Departments role in Disaster Recovery.
- Michael Regulski attended the Incident Management Team Tabletop Exercise.

Purchasing

Bids Awarded:

- No bids awarded this quarter

Bids in Process

- Cascade Air System

Bids Collaborated on:

- Gypsy Moth Suppression

Other Items:

- Attended Tyler Munis preparatory meetings
- Participated in meetings of the Imaging Committee
- Participated in meetings concerning the purchase of Mobile Data Terminals and the installation of same for the Sheriff's Department
- Met with AT&T to discuss ongoing issues
- Met with new Sprint representative
- Attended meeting concerning Disaster Recovery with Finance Team and in further detail with Chris Izworski
- Attended Cherry LAN training
- Met with Environmental Services to discuss bids for E waste Collection
- Met with DOA to discuss direction of Feasibility Study bid
- Discussed direction of Tee Marker bid with Brent Goik
- Worked with Departments to close out purchase orders for year end 2007
- Began monthly analysis for: cell phone usage, phone usage, gas price analysis, vehicle gas mileage and credit card spend.

HEALTH DEPARTMENT

Administration

- The Health Department continues to work with the Building and Grounds Department on the final phase of the physical restructuring. Remodeling of the Family Planning Clinic is almost complete. Remaining projects include: remodeling of the public and employee restrooms, painting of the Laboratory, installation of new cabinetry, countertops and work stations in the Health Screening Clinic, and painting of the MIHP clerk's office.
- The Management Team continues to meet with clerical staff regarding the development of the office procedure manual for all programs and clinic operations. This is part of the on-going Design Team process in the Health Department. In addition, the Health Department's policy manual is being edited so it can be placed on the Intranet.
- The Health Department has continued to implement the yearly programming calendar with Bay 3 TV. During first quarter, staff taped the following segments:

January

- Community Billboard: Laboratory Services Information

March

- "Overview of BCHD Programs" presented by the BCHD Management Staff
- "Severe Weather Awareness" presented by Chris Izworski and Dominic Smith
- The Health Department was awarded Accreditation status from the Michigan Public Health Accreditation Commission. The review was conducted by the Michigan Departments of Community Health, Agriculture and Environmental Quality, and evaluated the Health Department on more than 200 Minimum Program Requirements (MPR). Throughout the survey, many positive comments were made regarding the excellent services provided to the citizens of Bay County. Special recognition was given to many of the agency's policies and program operations. Congratulations to the Health Department staff for a job well done!
- The Health Director provided written testimony to the State Senate Appropriations Committee requesting adequate Local Public Health Operation (LPHO) funding.

Meetings/Trainings attended by Health Director:

- Monthly Health Department Meetings
- Bi-Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Design Team Meetings at Division on Aging

- Saginaw Bay Coastal Initiative Science Subcommittee Teleconference
- Attended monthly Michigan Association of Local Public Health (MALPH) meetings in Lansing, and participated in MALPH's State/Local Preparedness Workgroup, and the Accreditation Quality Improvement Process (AQIP) Workgroup.
- Attended legislative luncheon sponsored by the HSCC in Pinconning
- Attended bi-monthly Human Services Collaborative Council (HSCC) Board and Steering Committee meetings in Bay City
- Attended monthly Nathan Weidner Child Advocacy Board Meetings
- Attended Bay Health Plan Board Meetings
- Attended "Surviving the Next Pandemic" presentation hosted by Central Michigan District Health Department
- Conducted interview of candidates for Emergency Preparedness Clerk position
- Attended the Regional Homeland Security Planning Board Strategic Planning Meeting
- Attended meeting to discuss Chip Road sanitary survey project
- Met with the DHS Director, DHS staff, and Division on Aging staff to discuss needed training for DOA field staff regarding recognizing and reporting elder abuse
- Attended Bay County Needs Assessment Steering Committee
- Participated in the Health Department EOC Call-Down Drill
- Attended 800 MHz radio training
- Attended the Intergovernmental Collaborative IT Update at Wirt Library

Division on Aging

- A total of 29 people signed up for the Winter Osteoporosis Strength Exercise Classes.
- A program on the tax clinics was taped for Bay-3 TV in January, including representatives of RSVP and the VITA program. Flyers on the tax clinics were distributed to all Dining Centers. Additional walk-in clinics have been planned to address the economic stimulus program.
- Articles about reducing waste and the importance of confidentiality in donations at the Senior Dining Centers were included in the January issue of the Wonderful Times newsletter.
- A dinner theatre program, Grease, was held on March 5 in cooperation with Essexville Garber High School.
- Results of the Fall customer satisfaction survey were tabulated, and summary articles were published in the Wonderful Times newsletter.
- The subcommittee for the Senior Task Force met in February and March to complete the health segment of the Community for a Lifetime project.
- Grant requests were submitted to United Way of Bay County for emergency

meals for Dining Center participants and for a senior independence project to expand home repairs and to increase education and awareness of transportation services.

- A Winter Snow Ball with musician Jim Lepeak was held January 29 at Williams Senior Dining Center.
- Region VII Area Agency on Aging completed the on-site assessment March 12 and 13; the report should be issued shortly.
- The Hampton Township Board made arrangements for a number of physical improvements at Hampton Senior Dining Center. An Open House was scheduled for March 13 for seniors, members of the public, and elected officials to see the improvements.

Special note: *The Division on Aging underwent a program review survey by Region VII Area Agency on Aging with no citations. Congratulations to the staff of Division on Aging for a job well done!*

Emergency Preparedness and Management

Meetings/Trainings Attended/Hosted by the Emergency Preparedness Staff:

January

- Bay County Initial Planning Conference for Full-Scale September Exercise
- Conducted interviews and recommended applicant to fill vacant Clerk Typist II position
- LEPC Meeting
- After-hours drill facilitated by MDCH-OPHP: BCHD was one of only six health departments (out of the 45) to satisfy 100% of drill requirements

Emergency Management Coordinator Specific Activities:

- Scheduled Damage Assessment Training
- Developed draft of EOC SOP
- Met with Monitor Fire Department to assist with FireTRAX
- Met with Hazmat and Train company to review potential exercise locations
- Attended No Spills Conference
- Attended 911/Tech Committee
- Met with ISD regarding Precovery
- Code Red Teleconference with 911
- Met with Department of Human Services Director to discuss DHS response in disaster
- Attended the Region III homeland Security Strategic Planning Sessions
- Attended Regional planning meeting
- Met with Beaver Fire Dept. to assist with FireTRAX
- Activated Teletask and conducted first Teletask Test
- Installed Communications Cabinet in EOC

- Attended JIC planning meeting
- Coordinated request for emergency response guidebooks for First Responder community
- Attended Resource Committee Meeting
- Attended Regional Board Meeting

Health Educator Specific Activities:

- Presented WIC Program Overview at Bay-Arenac ISD
- Attended Tri-County Collaboration Planning Meeting at Mid-Michigan Wellness Foundation
- Attended Joint Public Information Center Planning Meeting

February

- Wendy Donnelly hired and began EP&M Division Clerk Typist II position
- Attended IS400 Training (Melissa Maillette, Chris Izowski, & Joel Strasz)
- Submitted updated Comprehensive All Hazards Public Health Emergency Response Plan, its components and sub-documents for annual review (Strategic National Stockpile Plan, Crisis and Emergency Risk Communications Plan, Continuity of Operations Plan, Pandemic Influenza Plan, Dispensing Site Plan and Distribution Node Plan) to the MDCH-OPHP
- Attended FireTRAX Training (3 mini-sessions) each focusing on different aspects of the FireTRAX software and hardware/scanners

Emergency Management Coordinator Specific Activities:

- Conducted Incident Management Team Teletask Test
- Developed application for NACo award
- Presented Emergency Management 101 program to Merrit Fire Department
- Attended 911 /Tech Committee
- Met with Red Cross regarding response issues
- Attended LEPC subcommittee
- Developed JIC SOP
- Developed Exercise Objectives, Scenario, Major and Minor Events
- Developed fliers for 800 MHz Radio Training and Severe Weather class

Health Educator Specific Activities:

- Presented BCHD Programs Overview to United Way Volunteers
- Presented Car Seat Safety to Breastfeeding Coalition
- Participated in Car Seat Check at Bay City Fire Department
- Presented Bloodborne Pathogens Training to County employees renewing CPR certification
- Presented Handwashing/Cough Etiquette presentation at MacGregor Elementary Health Fair
- Attended Mid-Michigan Wellness Foundation Meeting
- Attended Community Center/JPIC Meeting

March

- Organized BCHD All Day Staff Inservice and implemented Pandemic Influenza Tabletop Exercise
- Conducted Bay County Incident Management Team Tabletop Exercise
- Coordinated Bay 3TV program taping (Overview of BCHD Programs presented by the BCHD Management Staff)
- Conducted BCHD Public Health Emergency Operations Center Drill
- Attended Bay County LPT Meeting
- Coordinated and participated in the 800 MHz Radio Training held at the Community Center
- Participated in the Severe Weather Awareness program for Bay 3TV

Emergency Management Coordinator Specific Activities:

- Met with Midland County Emergency Management to discuss full scale exercise
- Attended pipeline program
- Attended LEPC planning Subcommittee
- Met with 911 to discuss backup EOC and PSAC
- Attended School lockdown drill
- Met with Bay City Hazmat to discuss Plume Modeling for Exercise
- Met with Bay County Finance Dept to discuss continuity of government issues and their role in disaster response
- Installed FireTRAX router in Incident Command Trailer
- Attended 911 Tech Committee Meeting
- Continued work on Hazard Analysis

Health Educator Specific Activities:

- Department of Human Services (DHS) meeting regarding Chelsea Meadows
- Participated in Employee Wellness Planning Meetings:

*Attended the following monthly meetings (Melissa and/or Chris) throughout first quarter:

Region 3 HPN Advisory Committee Meeting
 Region 3 HPN Planning Board Meeting
 Region 3 EPC Meeting
 Bay County Full-Scale Exercise Planning Meetings
 Region 3 HSPB Exercise Sub-committee Meeting
 3rd District Emergency Management Coordinators Meeting
 Bay County Fire Chiefs/Firefighters Association Meeting
 Region 3 HSPB Meeting

*Participated in monthly 800 MHz radio drills for MDCH OPHP, Region 3 HPN, & 3rd District Emergency Management

Acronyms:

BRMC = Bay Regional Medical Center
 EOC = Emergency Operations Center
 EPC = Emergency Preparedness Coordinator
 HPN = Health Preparedness Network
 HSPB = Homeland Security Planning Board

ISD = Intermediate School District
 JIC = Joint Information Center
 JPIC = Joint Public Information Center
 LEPC = Local Emergency Planning Team
 LPT = Local Planning Team

MEMS = Modular Emergency Medical System
MSP EMHSD = Michigan State Police Emergency
Management & Homeland Security Division
SOP = Standard Operating Procedure

MIHAN = Michigan Health Alert Network
MDCH-OPHP = Michigan Dept. of Community
Health-Office of Public Health Preparedness

Environmental Health

*These are Preliminary Numbers That Are Subject to Change

FOOD SERVICE		WELL, SEPTIC, & MISC.	
Fixed Food Est. Inspections	128	Number of Parcels Evaluated	49
Mobile, Vending & STFU Inspections	3	Number of On-Site Sewage Disposal Permits Issued	12
Temp. Food Est. Inspections		Number of Alternative/Engineered Sewage Systems Approved	N/A
Follow Up Inspections	11	Number of Failed System Evaluations Conducted	3
Number of Plans Received for Review	1	Number of Complaints Regarding Sewage Investigated	3
Number of Plans Approved	1	Number of Well Permits Issued	9
Consumer Complaints Investigated	8	Number of Abandoned Wells Plugged	N/A
Foodborne Illness Complaints Investigated	1	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	11

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
599
Number of Encounters in Family Planning Clinic
647

Immunizations

Vaccination Type	Number Administered
DTaP	45
Td	13
Tdap	58
Hib	44
Meningococcal Conjugate	45
HPV	111
Hib Hep B	3
Hep B (Pediatric)	10

Hep B (adult)	49
IPV Dose	34
MMR	58
MMRV	5
Varicella	84
Pneumococcal Conjugate (PCV7)	91
Pneumonia PPV 23	1
Hep A (Pediatric)	80
Hep A (Adult)	15
DTaP-Hep B-IPV	55
Hep A / Hep B	10
Rotavirus	37
Zostavax	12
Influenza	27
TB Testing	167
TOTAL	1054

Laboratory

Number of Clients		Number of Tests	
January	305	January	500
February	234	February	409
March	N/A	March	N/A

Lead Program

- 73 children lead tested
- 2 home visits made for follow-up of elevated lead levels
- 120 phone contacts made
- 17 mailings sent
- Participated in the Kindergarten Round-up in Pinconning

Maternal and Child Health Services

- During first quarter, 83 referrals to the Maternal Infant Health Program were received. Of these, 25 infant support and 33 maternal support clients were enrolled. Of the 33 maternal clients that were enrolled, 25 of these women were also enrolled in Childbirth Education classes through Bay Regional Medical Center.
- Kathy Janer, Amy Revette, and Jennifer Don attended Substance Abuse training held at the Bay Arenac ISD.

Medicaid Outreach

- For this quarter, Medicaid Outreach activities included lead testing, enrolling pregnant women, mothers and infants into the Maternal Infant Health Program (MIHP) and assisting individuals and families with completion of the on-line Michigan Medicaid eligibility application. There were 47 maternal screens

completed and pregnant women were assisted with obtaining Medicaid by the MIHP secretary. Additional activities included informing families about the value of preventive health services and periodic exams, and referrals to our Family Planning Program. Staff also verified individuals' current Medicaid eligibility status prior to conducting visits through our MIHP.

STD/HIV/Communicable Disease

- HIV: 46 tested, of which were 28 were post-test counseled (65%)
- STD: 135 client visits to clinic recorded

Women's Infants and Children's (WIC) Program

	New	Recertified	Reinstated	Infant Eval	High Risk	Nutrition	Education	Parent	Food	Alcohol	Lead	Eligible	Black	White	Other	Check	Refused
January	87	273	70	60	25	35	96	72	718	71	28	37	6				
February	91	244	44	43	7	19	80	73	601	38	21	11	6				
March	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				
TOTAL	178	517	114	103	32	54	176	145	1319	109	49	48	12				

HOUSING DEPARTMENT

- One New Year's resolution most of us try to incorporate is more exercise. In January, Center Ridge Arms started a weekly chair exercise program put on by American Home Health Care. It started with a small group of dedicated residents, but as word of mouth spread about how much fun everyone was having, attendance grew rapidly. Once a month, free blood pressures are also taken.
- In February, the director attended the Michigan Housing Directors winter conference in Houghton Lake. During this quarter, the director also became re-certified in the use of the AED and CPR.
- As our population ages, we see more of our residents transitioning to nursing homes, assisted living, or moving in with family members. Our average turnover per year is approximately 11. Since January we have had 7 turn-overs which has kept staff extremely busy.

JUVENILE DETENTION FACILITY

Bay County Juvenile Detention Facility –Admissions

Quarter	Males	Females	Total	Bay County	% Bay County
1 st	68	33	101	78	77%

Bay County Juvenile Detention Facility – Bed Utilization

1 st Quarter	Total Beds Days	Average Daily Population	Average Length of Stay for Releases
Bay County	736	8.08	7.45
Out of County	205	2.25	4.66
Total Population	941	10.34	6.88

- Some staffing changes have occurred in the first quarter within the part time unit. Five (5) part time employees have resigned and two (2) have been hired to fill the vacancies. The Director with Supervisory staff, continue to work on policies regarding on-call shifts for part time. This has been an ongoing issue with no consistent procedure in place.
- The Facility has passed a building inspection by the Health Department and a Fire Inspection. These were necessary for the licensing renewal for the Michigan Child Care Licensing. The Facility passed the licensing renewal. Two minor changes were required in regards to youth stating religious preference at intake and an updated and clear documentation of the facility's consent to treat for emergency situations.
- The Director reviewed cost for secure detention at other juvenile detention facilities in the state. The Director requested and was approved by the Board of Commissioners a decrease in per diem for out of county residents from \$170.25 to \$150. This will allow Bay County to be competitive with surrounding secure detention facilities. The physical fee was also approved to be eliminated as no other counties in the state charge this fee. With reduction in fees the Juvenile Detention facility will market the available bed space to jurisdictions with a need to place eligible youth.
- The Director attended the Tri-CAP meeting in January, Tri-CAP retreat in March, CCAB meetings in January, February, and March, the Suicide Prevention Coalition in February, the Human Services Collaborative Counsel in March, and the Intergovernmental Collaboration Information Technology Cyber Security in March
- The Director and the Program Supervisor received training on CherryLAN. It will be necessary for the facility to increase internet speed as the current speed will

not support the system. Information Systems is assisting to ensure that all specifications are adequate to support files.

- The Director completed reports and closeout information for the 2005, 2006 and the 2007 Justice Assistance Grants (JAG). It is anticipated that the 2008 JAG solicitation will be posted within the next few months.
- The Director and the Program Supervisor are presently developing a summer enrichment program as the funds from the Intermediate School District through Essexville-Hampton Community Education are no longer available.

Community Corrections Quarterly Report

- The CCAB manager worked with the Jail Administrator in developing an action plan concerning the jail's ongoing issue of jail overcrowding. In this quarter alone, the jail has housed 233 inmates, with the goal being to house no more than 220. Jail overcrowding affects many county agencies, officers are limited in who can be admitted to the jail and the county may also be fined. In response to this ongoing issue, the CCAB manager presented a four level plan to the Jail Administrator. With some improvements made by our county judges and Sheriff, the plan was adopted and implemented within this quarter.
- Last quarter, the Sheriff's Office started drug testing individuals at the facility. For this quarter, there are 18 individuals testing in the ZTOL program, with another 10 to 15 testing in another program. With individuals testing at the Sheriff's Office, Community Corrections saves an average of \$10.00 per test, compared to having offenders test at another location. The average frequency for individuals to test is three times per week.
- The Pre-Trial Specialist supervises 17 individuals at this time. He completes at least three assessments a week and works closely with the court systems to ensure offender compliance with bond conditions. This quarter the Pre-Trial Specialist became a county employee with approval from the Board of Commissioners. The CCAB manager will continue to work with the PTS to increase his caseload in the future.
- This month the CCAB Manager also completed the Mid Year Report. The Manager is consistently working on ways to utilize programs to the fullest potential within the budget allocation. This is accomplished by increasing the amount of communication with contracted agencies and researching the cost effectiveness of the services given.

Meetings and Trainings attended:

- Department and Division Head meetings (Jan and Mar)
- TRI-CAP Board Retreat
- TRI-CAP Board meetings
- Facilitated 3 CCAB meetings

- 2 Circuit Court Probation Agent meetings
- Jail Overcrowding Meeting
- Completed Cherrylan Training

MSU EXTENSION

The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

- Agriculture and Natural Resources – During the first quarter of 2008 a vacancy announcement was posted and candidates were interviewed for the ANR Extension educator position that will serve Bay and Arenac counties. The vacancy announcement will be reposted in the second quarter due to the fact no candidate was chosen. A pesticide applicator's exam date was held in March in cooperation with the Michigan Department of Agriculture.

Continuing efforts to establish a new farmers' market in downtown Bay City were a main focus for ANR staff in the first quarter.

- The Master Gardener Volunteer Program is gearing up for a new growing season, while offering the core horticulture curriculum to over a dozen new volunteers. New Master Gardner class started in January and will end this April. Development continues on being able to offer a full slate of volunteering opportunities for Master Gardeners by offering a project list that is varied and relevant to the needs of the volunteers and the community.
- Children, Youth, and Family Programs: Family Consumer Sciences, Family Nutrition Program, and Breast Feeding Initiative – This quarter the Building Strong Families program was delivered by way of 69 home visits and 7 families participated at the YWCA Family Enrichment Program group sessions.

In the first quarter of 2008 a total of 315 participants (children, adults, and seniors) completed FNP nutrition education classes. Classes were held at different locations including the YWCA, Women's Shelter, Work First, Head Start, elementary schools, and with direct service delivered by home visits.

A total of 532 direct contacts were made in the first quarter relative to breastfeeding education and counseling. Contacts were made through home visits, phone calls, and visits at the WIC office. The Breast Feeding Club, which is comprised of breastfeeding moms, continues to meet and grow.

An 18-Hour Relative Care training was held with six participants completing the class. Better Kid Care programs continued at Head Start staff meetings. MSU Extension staff trained 25 county employees CPR in the first quarter of 2008.

- Children, Youth, and Family Programs: 4-H Youth Programs – The first quarter of 2008 started with several Bay County 4-H families joining thousands of 4-Hers from across the state at MSU's Breslin Center to cheer on the Lady Spartans Basketball Team as they took on Penn State. The game also celebrated 100 years of MSU Extension 4-H Youth Development in Michigan. We kicked off the "4-H Forever" campaign, lead the Breslin Center in singing "Happy Birthday," and had from-the-floor 4-H give-aways for the crowd and birthday "presents" for everyone! It was an extremely exciting and energy-building event.

Our second annual Winter Workshop was also held with 35 participants. At this workshop, youth have the opportunity to create projects that they can enter in the Bay County Fair and Youth Exposition. They learn new skills that can be applied outside of 4-H to real world experiences.

The Bay County 4-H Program recently received a grant from Michigan State University 4-H Programs to collaborate with MacGregor Elementary for the creation of a reading garden. The MacGregor 4-H Reading Garden project will focus on students improving their reading, writing and comprehension skills. Each grade is charged with choosing a piece of children's literature, creating a mural based on that literature, and implementing a garden with plant material. The MacGregor 4-H Reading Garden is a unique piece of transformational education as it addresses the need in our community to focus on alternative advancements in education.

Bay County 4-H and the Bay County Fairboard are currently in the process of addressing recent issues of animal health safety at the Bay County Fair. The Michigan Department of Agriculture is working with counties to create a plan for the safety of animals and fair-goers should an emergency arise. This is in response to an increased trend in livestock quarantines issued by the Michigan Department of Agriculture during the summer fair season. We will continue to create a comprehensive plan and revise it as future decisions and issues occur.

- Successful Futures - Successful Futures and MSU Extension-Bay County staff continue to collaborate with DHS, the Bay County Health Department, and other community service providers to provide a continuum of care for families in the program. Successful Future staff attended trainings and meet with local pediatricians in the first quarter.

PERSONNEL DEPARTMENT

Training Coordinator

- **Intranet**
Training Coordinator continues to provide weekly up-dates for Employee News on the intranet home page. A new feature was activated called the office supply exchange. This allows employees to exchange extra office supplies with other departments. Thus, inventory is reduced and supplies are used more efficiently.
- **Part-time Employee Health Insurance**
Organized offer for part-time employees to have health insurance through Metro Health. Eight employees out of about 90 made appointments. Information on this option will be provided to new part-time employees as they are hired.
- **New Employee Orientation**
Held new employee orientation sessions which included 15 employees. Added Customer Service to the program. Now that the MSU Conference room has up to date technology, teaching set up is far more efficient and the presentation can be done using the intranet and power point.

Also, for the first time, Sue Gansser presented employee benefits and created a take home handout. This has been placed on the intranet for employee access.
- **Employee Health Steering Team:**
Has 15 members representing most areas of the organization. They have met approximately four times and are developing recommendations and action plans for work site wellness. Most recently, Angela Garner from PEBS and Sue Gansser, Finance presented health costs and claims demographics to the group. We hope to finalize recommendations by the end of April. This team has worked extremely well together and I want to recognize the members for their enthusiasm in participating and taking on this extra task.
- **Organizational Charts**
Used new Visio software to produce charts for Bay County. This program is flexible and efficient to use.
- **CPR/AED**
Approximately 20 employees were certified to use the Automatic External Defibrillator available in county facilities. MSU Extension provided the instructor which saved a considerable amount of money for the county. Previously, we hired outside facilitators and paid a significantly higher per person cost. This certification will last for two years.

9-1-1

- Bay County Central Dispatch has two new dispatchers. Shannon Clifford and Mellonie Reynolds-Ford are currently in the training program. Our goal is a full staffing level in the dispatch center. Shannon and Mellonie work with trainers and the trainers monitor call taking and dispatching. Some other training issues include county geography, the Law Enforcement Information System, radio procedures and operating procedures for not only Bay County Central Dispatch but also the responding agencies we work with on a daily basis.
- The equipment has been installed to complete the LEIN channel 4 transmitter project and we are waiting for the phone line connection. That transmitter will be located on the Whitefeather Tower. It will allow officers the ability to run their LEIN traffic in a more efficient manner. That project should be up and running very soon.
- The radios at Central Dispatch are very close to completing one decade of continuous use, 24 hours a day every day. Because of that we are looking to complete our plan of a complete radio upgrade in Central Dispatch. The newer radios will have far better interoperability features. The upgrade will also include radio equipment at the back up dispatch center. Hopefully, the project can be completed yet this year.
- Each year, the second full week of April is dedicated to the men and women who serve as public safety telecommunicators. The official name of the week when originally introduced in Congress in 1991 was "National Public Safety Telecommunicators Week." Last year our dispatchers handled 174,014 total calls and 111,864 of those calls came in on our 9-1-1 lines. We recognize their dedication and hard work.